

**Reconciliation of  
State, COIT and CEDIT Homestead Credit  
For December Settlement Worksheet Instructions**

We have placed the Reconciliation of State, COIT and CEDIT Homestead Credit worksheet for counties that have up to fifty (50) taxing districts on the Auditor of State's website. If your county has more than 50 taxing districts please contact our office and we will email you a worksheet that will allow more taxing districts.

At December Settlement homestead credit will need to be reconciled between State homestead credit and CEDIT homestead. These instructions and the accompanying worksheet should help you calculate that reconciliation.

Due to the fact that the reconciliation steps are the same for COIT homestead credit and the fact that some COIT homestead credit counties have also adopted the CEDIT homestead credit I am including reconciliation of COIT homestead credit in these instructions and on the accompanying worksheet.

Since homestead credit rates vary by taxing district, a separate reconciliation of State, COIT and/or CEDIT homestead must be done for each taxing district. A separate reconciliation worksheet will need to be prepared for each taxing district. In the end all of the separate taxing district worksheets will be added together to get the total State, COIT and/or CEDIT homestead credit.

You will only enter information in the cells that contain verbiage or integers highlighted in blue.

Following are the line by line instructions for the Reconciliation of State, COIT and/or CEDIT Homestead Credit for December Settlement Worksheet:

1. **Enter County Information.** Open the State, COIT and CEDIT Homestead Credit Reconciliation Worksheet. The first worksheet should be the summary page. Click on the cell F4 and enter the County Name. Note: The tax year will be automatically updated when entering information on the worksheet named A(2).
2. **Rename taxing district worksheets.** Click on worksheet A(2). You may want to rename the worksheet to designate the taxing district. To rename the worksheet right click on the worksheet tab A(2). Click on RENAME. Enter the taxing district name. Renaming the worksheets is optional but advisable.

3. **Enter taxing district information.** Click on cell F4 and enter the taxing district name.
4. **Enter tax year.** Click on cell F7. Enter the tax year in cell F7. Entering the tax year on the first taxing district worksheet will then update the year to all other worksheets.
5. **Enter Homestead Credit rates.** Scroll to the bottom of the worksheet. On row 68 of the worksheet the Homestead Credit rates for the taxing district need to be entered.
  - a. Cell L68 will be the State Homestead Credit rate for the taxing district. Click on the cell and enter the taxing district State Homestead Credit rate.
  - b. Cell M68 will be the COIT Homestead Credit rate for the taxing district. Click on the cell and enter the taxing district COIT Homestead Credit rate (if applicable).
  - c. Cell N68 will be the CEDIT Homestead Credit rate for the taxing district. Click on the cell and enter the taxing district CEDIT Homestead Credit rate (if applicable).

Prepare a separate worksheet for each taxing district. Steps two, three and five should be repeated for each taxing district.

Once each taxing district is set up on its own worksheet you will then complete the worksheet(s) as follows:

1. **Line 1.** Homestead Credit amount from Section 5 of the Abstract.
  - a. State Homestead Credit column equals Column 11 Section 5 of the Abstract for each taxing district. TIF amounts are to be included.
  - b. COIT Homestead Credit column equals Column 12 Section 5 of the Abstract for each taxing district. TIF amounts are to be included.
  - c. CEDIT Homestead Credit column equals Column 13 Section 5 of the Abstract for each taxing district. TIF amounts are to be included.

- d. Total Homestead Credit column equals the total of the State, COIT and CEDIT columns. The amount in this column should also equal the homestead credit amount on Line 3 Section A-1 of the Apportionment Sheet.
2. **Line 2.** Abstract adjustment (Line 7, Section A-1 of the Apportionment Sheet). Sometimes adjustments to the Abstract amounts are necessary at December Settlement. If an adjustment to the Abstract homestead credit amount is made, then the adjustment will need to be allocated between State, COIT and/or CEDIT homestead credit.

Once you enter the amount of the abstract adjustment in the Total Homestead Credit column of the worksheet, the worksheet formulas will calculate the allocation between State, COIT and/or CEDIT homestead credit based on the rates that were entered by you in the taxing district worksheet set up.

3. **Lines 3 through 5** of the reconciliation worksheet enter in the Total Homestead Credit column of the worksheet the total homestead credit amount from the applicable lines of the Form 102 Apportionment Sheet. The worksheet formulas will calculate the allocation between State, COIT and CEDIT homestead credit. The allocations are based on the State, COIT and CEDIT homestead credit rates that were entered by you in the taxing district worksheet set up.

**The worksheet is designed to calculate the allocation of homestead credit between State, COIT and/or CEDIT based on current homestead credit rates. If you wish to manually allocate the amounts for any of the lines of the worksheet, please contact our office. The cells are currently password protected.**

4. **Line 6.** Total Charges equals the total of Lines 1 through 5. The worksheet calculates the Total Charges for you.
5. **Lines 7 and 8** of the reconciliation worksheet enter in the Total Homestead Credit column of the worksheet the total homestead credit amount from the applicable lines of the Form 102 Apportionment Sheet. The worksheet formulas will calculate the allocation between State, COIT and CEDIT homestead credit. The allocations are based on the State, COIT and CEDIT homestead credit rates that were entered by you in the taxing district worksheet set up.

6. **Line 9** Settlement Adjustment (Line 40, Section A-1 of the Apportionment Sheet). Sometimes a settlement adjustment is necessary because of an error on a previous settlement. If a settlement adjustment is made to the homestead credit amount, then the adjustment will need to be allocated between State, COIT and/or CEDIT homestead credit.

Once you enter the amount of the settlement adjustment in the Total Homestead Credit column of the worksheet, the worksheet formulas will calculate the allocation between State, COIT and/or CEDIT homestead credit based on the rates that were entered by you in the taxing district worksheet set up.

7. **Line 10.** Total Deductions. Line 10 is the total of Lines 7 through 9. The worksheet calculates Line 10.
8. **Line 11.** Net amount due for the year. Line 11 equals Line 6 minus Line 10. The worksheet calculates Line 11.
9. **Line 12.** Less: State, COIT and CEDIT homestead credit included in the June Settlement.
- a. In the State Homestead Credit column enter the amount of State homestead credit included in the June Settlement.
  - b. In the COIT Homestead Credit column enter the amount of COIT homestead credit included in the June Settlement.
  - c. In the CEDIT Homestead Credit column enter the amount of CEDIT homestead credit included in the June Settlement.
10. **Line 13.** Equals Line 11 minus Line 12. The worksheet calculates Line 13.
11. **Line 14.** Less: State, COIT and CEDIT homestead credit included in December Settlement.
12. **Line 15.** Additional needed, or (excess) State, COIT and CEDIT homestead credit before omitted homestead credit refunds.
13. **Line 16.** Is the omitted and/or increased homestead credits refunded to taxpayers on a Claim Form 17 and included on the Form 17HC.

Once you enter the amount in the Total Homestead Credit column of the worksheet, the worksheet formulas will calculate the allocation between State, COIT and/or CEDIT homestead credit based on the rates that were entered by you in the taxing district worksheet set up.

14. **Line 17.** Additional needed, or (excess) State, COIT or CEDIT homestead credit after omitted homestead credit refunds.

The need for additional homestead credit, or having excess homestead credit might vary between State, COIT and/or CEDIT homestead credit.

**Line 17 of the Total Homestead Credit column should agree with Column 17 of the 49TC plus the Homestead Credits refunded less the Add: Omitted homestead credit refunds amount on Line 16 of the reconciliation worksheet. The Line 17 amounts in the other columns less the Line 16 homestead credit refunded amount will be the amounts for Columns 18 through 20 of the 49TC.**

Once the amounts have been entered in all of the taxing district worksheets, the Summary Worksheet will reflect the county totals.

The amounts in the State Homestead Credit column of the Summary Worksheet will be the amounts for the State Homestead Credit column of the Form 105A.

**If there is an amount on Line 16 "Add: Omitted homestead credit refunds" in the State Homestead Credit column, then when settlement quietus are prepared a quietus to the county general fund must be prepared for the amount on Line 16.**

The COIT Homestead Credit column of the Summary Worksheet of the reconciliation worksheet will indicate if additional COIT homestead credit is needed, or if there is excess COIT homestead credit money.

If additional COIT homestead credit is needed, then a check is written to the treasurer from the COIT Fund. The treasurer will post the check to tax collections as COIT homestead credit.

**If there is an amount on Line 16 "Add: Omitted homestead credit refunds" in the COIT Homestead Credit column, then when settlement quietuses are prepared a quietus to the county general fund must be prepared for the amount on Line 16.**

The CEDIT Homestead Credit column of the Summary Worksheet of the reconciliation worksheet will indicate if additional CEDIT homestead credit is needed, or if there is excess CEDIT homestead credit money.

If additional CEDIT homestead credit is needed, then a check is written to the treasurer from the CEDIT Fund. The treasurer will post the check to tax collections as CEDIT homestead credit.

**If there is an amount on Line 16 "Add: Omitted homestead credit refund" in the CEDIT Homestead Credit column, then when settlement quietuses are prepared a quietus to the county general fund must be prepared for the amount on Line 16.**

If you have any questions pertaining to the Reconciliation of State, COIT and CEDIT Homestead Credit for December Settlement Worksheet or these instructions please contact Brenda Alyea at [balyea@auditor.in.gov](mailto:balyea@auditor.in.gov) or at 317-232-3336.